

# Viewing Private Rented Sector Properties

If returning form overleaf, please hand deliver to any Dundee City Council office.

Did you know, depending on your income you may qualify for assistance to help make your home more energy efficient.

Make sure your landlord provides their contact details so you can contact them as and when required.

Did you know, your landlord **MUST** give you a Tenant Information Pack prior to signing the lease.

Tenant checklist 



 ...you can do so much more **ONLINE** at... [www.dundee.gov.uk](http://www.dundee.gov.uk)



Moving house can be a very stressful experience, and it can be difficult to decide which property to go for. This leaflet is designed to provide important information which can help you make the right decision, if you are looking to rent a property for less than three unrelated people.



Private landlords are required to make certain information available when advertising their properties for rent, and provide certain information to prospective tenants at viewings. This is so you can be assured that the landlord has:

- Registered as a Landlord with Dundee City Council
- Appropriate safety and energy certificates provided
- Appropriate fire safety systems installed in the property
- Signed up to keep your deposit safe in an approved safe deposit scheme.

Here is a checklist of the legal requirements a private landlord must have in place for your inspection at a viewing. You can check off each section if the requirement has been met.



## TENANT CHECKLIST



<b>LANDLORD REGISTRATION NUMBER</b>	
This is to verify that the landlord is registered with the Local Authority and this number should have been advertised along with the property.	
<b>ENERGY PERFORMANCE CERTIFICATE (EPC) *</b>	
This is to verify the energy performance of the property and allows you to assess how much energy costs may be. The EPC grade should have been advertised along with the property. A copy of the EPC should be available to for you to see at the viewing. The certificate should show any issue date during the last 10 years.	
<b>SMOKE/HEAT DETECTION (FIRE SAFETY) *</b>	
All private rented sector properties are required to have satisfactory provision for detecting and warning of fires. It is the landlord's responsibility to ensure that all alarms are interlinked and mains wired with battery back-up HALLWAY (smoke detector) LOUNGE or OTHER DAILY ROOM (not bedrooms) (smoke detector) LANDING AREAS of ALL UPPER FLOORS (smoke detector) KITCHEN (heat detector)	
<b>GAS SAFETY CERTIFICATE &amp; CARBON MONOXIDE DETECTOR *</b>	
All private rented properties with a gas supply are required to be inspected annually by an approved Gas Safety Engineer. A copy of the current Gas Safety Certificate should be provided by the landlord, and should be available for you to see at the viewing. Carbon Monoxide Detectors should be fitted in each room where there is a gas appliance, except a cooker.	
<b>ELECTRICAL INSTALLATION CONDITION REPORT *</b>	
A copy of this report should be made available to view in the property. The report should indicate a SATISFACTORY outcome which means that the electrics in the property are safe to use. The report should show an issue date during the past 5 years. A copy of the EICR should be provided by the landlord, and should be available for you to see at the viewing.	
<b>TENANCY DEPOSIT SCHEME</b>	
All private landlords are now required to lodge all deposit payments into a Tenancy Deposit Scheme. During the viewing the landlord should be able to provide you with details of which Tenancy Deposit Scheme they use, and how the scheme works.	
<b>All the areas listed above are legal requirements and should be actioned by private landlords prior to any viewings being arranged.</b>	
Tell someone where you're going and let them know you're back safely. Take someone with you – for your safety and it's always good to get a second opinion.	

For more advice of what to look for when renting a private property go to [www.shelterscotland.org](http://www.shelterscotland.org)

**During your viewing, if any of the information listed above marked \* is not provided, you can complete the back page of this leaflet, and return to any Dundee City Council Office. By alerting us to any issues you will be helping to raise standards within the private rented sector.**



IF YOU WISH TO HAVE SOMEONE ACCOMPANY YOU TO A VIEWING, OR TO SEEK FURTHER ADVICE PLEASE CALL 01382 433003 OR 433236

If you wish to raise concerns regarding any private properties being offered for rent in Dundee (apart from Houses of Multiple Occupation) please provide the following details:

Date of Viewing: \_\_\_\_\_

Property Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Landlord/Letting Agent: \_\_\_\_\_  
 \_\_\_\_\_

Description of Concern: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your details (optional)

Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

### FOR STAFF ATTENTION

Send any returned forms to Mail Room at Dundee House, DD1 1QE